

## **Frequently Asked Questions**

### **FAQs for applying and joining a Diversity Working Group (DWG) or the Diversity/Affirmative Action Board (DAAB)**

- 1. As an individual, what do I get out of participating in a DWG or DAAB?**
  - It gives you an opportunity to develop your cultural competency as you share ideas with others who are passionate about diversity and other workforce strategies related to inclusion, innovation, and excellence.
  - It gives you an officially approved way to funnel group ideas on workforce issues through the Diversity Office and Office of Equal Opportunity to other Senior Leaders. Thus you have an opportunity to give your input to management on diversity, ethics, and affirmative action/equal employment opportunity concerns.
  - It gives you an opportunity for personal development in core competencies that are also important in other lab work — teamwork, leadership, communication, project implementation, operational efficiency, compliance, business practices, strategic planning, change leadership skills, etc.
  - It gives you an opportunity to be part of a solution team to make LANL a better and more respectful place in which to work.
  
- 2. What does the Diversity Office (DVO) do?** DVO's mission is to enable performance excellence by developing and implementing innovative solutions to improve humanity and quality-of-work life strategies at the Laboratory. DVO is proactive in addressing issues before they escalate into front-page news. Our three core strategies are diversity education & awareness, communication, and consultancy, which are aligned with the Laboratory's Strategic Goals H through O, as described at <http://int.lanl.gov/goals/>.
  
- 3. What does the Office of Equal Opportunity (OEO) do?** OEO is the Lab's steward to ensure nondiscrimination and equal opportunity for the entire workforce. The Office conducts independent assessments of all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation and discusses any patterns of discrimination with specific divisions and the Laboratory Director. As the Laboratory's EEO Officer, the Office Director also serves as the Laboratory's liaison to EEOC, OFCCP, and the Department of Labor.
  
- 4. How many Diversity groups are there?** There are seven working groups in addition to the Diversity/Affirmative Action Board. The working groups are:
  - African American Diversity Working Group (AADWG)
  - American Indian Diversity Working Group (AIDWG)
  - Asian American Diversity Working Group (AsADWG)
  - Disabilities Awareness Group (DAG) —formerly the *Deaf* Awareness Group
  - Hispanic Diversity Working Group (HDWG)
  - Lesbian, Gay, Bisexual, Transgender, and Intersex Diversity Working Group (LGBTI DWG)
  - Women's Diversity Working Group (WDWG)

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- 5. What do the DWGs and the DAAB do?** The DAAB and DWGs support two of DVO's three core strategies: diversity education & awareness and communication. These are aligned with Strategic Goal H (Agile Workforce) and Goal L (Communication). While the DWGs and DAAB sponsor heritage month and diversity awareness events, they also work on other issues. For example, tasked by the Senior Executive Team (now the Executive Board), the DAAB and DWGs identified and prioritized some common employee issues and continue to focus on the Affirmative Development Plan, which includes recruiting, employee retention, diversity education and awareness, and career development (Agile Workforce). Also:
- The DAAB developed the new Code of Ethics and was instrumental in getting it adopted (Agile Workforce & Laboratory Management/Culture of Trust).
  - The AADWG worked with the DAAB to produce the widely attended Martin Luther King Jr. Day observance and to make it an annual recognition of King's efforts to protect everyone's civil rights (Communication, Education & Awareness).
  - The AIDWG is involved in student education (supplies science fair judges, participates in AISES education programs, etc.) and is excellent at on-boarding students and new employees so their introduction to the LANL work place involves a less stressful transition (Agile Workforce).
  - AsADWG members have lead working group efforts to deliver on the NNSA Tri-Lab Initiative to enhance the national image of the three NNSA laboratories. The group has also developed and delivered Career Development Workshops for minority employees, which have subsequently been offered to all employees (National Image, Agile Workforce).
  - The Disabilities Awareness Group (formerly the *Deaf* Awareness Group) worked to add hearing aid benefits to the Lab's health plan for all hard-of-hearing employees. This additional coverage was implemented with the transition to United Healthcare (Agile Workforce).
  - During Hispanic Heritage Month 2003, the HDWG planned and recognized 1,100 multicultural employees who focused on diversity and teamwork to make the QUAL-1 program a great success (Communication, Education & Awareness).
  - The LGBTI DWG has worked to extend domestic partner benefits to all employees, including heterosexual domestic partners. The group also influenced the definition of "family" in LANL and UC policies, thus providing a positive benefit for all LANL workers who have responsibilities for other than a traditional family unit (Agile Workforce, Education & Awareness).
  - The WDWG encourages mentoring of women by recognizing outstanding mentors in its annual mentoring awards program and has recommended innovative solutions in partner/spousal recruiting, childcare, and nursing mothers (Agile Workforce, Facilities/Infrastructure).

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- 6. Do I need to be identified as a member of a particular group to join a DWG (i.e., do I need to be Hispanic to join the Hispanic Diversity Working Group)?** No, membership is open to anyone who has a similar diversity focus or in the case of the DAAB, in multicultural issues and solutions. For example, men interested in women's issues are welcome to join the Women's Diversity Working Group.
- 7. What would be my time commitment?**
- Most working groups meet once a month for two hours. When there are special projects, you might need to attend additional meetings.
  - You are encouraged to attend at least one event during each heritage month celebration, the Martin Luther King Day observance, and the Lab Director's annual talk on diversity.
  - Group chairs also meet monthly for an hour and a half to communicate their group's plans and coordinate joint activities.
  - When your manager approves your Diversity Involvement Application to be on a DWG or the DAAB, he or she is agreeing to let you commit up to 10% of your work time to diversity issues. All members, including leaders, need to manage their time so they accomplish their goals within the 10% time commitment. We ask members to be up-front with their managers, letting their managers know when they have been selected for leadership positions, hold joint DAAB/DWG membership, or take on additional roles.
  - We also ask managers to discuss program needs with employees/subcontract workers who want to participate in diversity groups, and for both parties to come to an understanding on how much work time may be spent on diversity issues. This gives you an opportunity to understand your organization's diversity goals and objectives and how your membership can help its efforts, as well as helps your manager recognize this work in your IPO and IDP. We encourage all participants to share meeting minutes with their managers, report any diversity events they attend, and summarize their own accomplishments regularly.
- 8. Who pays for my work time while I attend DWG and DAAB meetings?** Since your manager must approve a time commitment for you of up to 10%, it is up to your home organization to invest in diversity by paying your salary while you attend meetings and diversity events.
- 9. Are there any special membership requirements?** DAAB and DWG members must be willing role models and are held accountable for behaviors that reflect the Code of Ethics (<http://int.lanl.gov/communications/code.shtml>) and LANL's Core Values: Service to Nation, Integrity and Openness, Passion for Excellence and Innovation, Personal Accountability, Respect for Others, and Teamwork. This accountability is in the form of adhering to DVO and OEO policies and guidelines and implementing group efforts consistent with the group's unique Working Group Performance Objectives. These objectives yield tangible deliverables that the groups must provide. The result is the working groups are not merely discussion or

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networking groups; each member is responsible for accomplishing certain tasks. Applicants must agree to be held accountable towards these expectations before they will be considered for membership.

#### **10. Who is eligible to apply?**

- DWGs — UC employees, contractor workers, and students.
- DAAB — must be UC employees applying for a DAAB vacancy through either the at-large or DWG delegate processes

#### **11. Who has authority to approve my application?** You will need to get written approval on the Diversity Involvement Application from the manager who has the authority to approve your time and effort commitments.

#### **12. What happens after I submit my application?**

- DWGs — Your application must also be approved by the Diversity Director.
- DAAB — Applications to join the DAAB as at-large members (currently five positions open) or DWG delegates must be approved by a management team consisting of the Diversity Director, OEO Director, and the Diversity Champions.
- DAAB — Members from the DWGs (14 positions open) must be nominated by a DWG as one of its two delegates to the DAAB.
- All Applicants — Please review the DAAB Charter and Bylaws at [http://www.lanl.gov/orgs/dvo/Groups/DAAB\\_Charter&Bylaws.pdf](http://www.lanl.gov/orgs/dvo/Groups/DAAB_Charter&Bylaws.pdf) and the Draft Working Group Guidelines at <http://www.lanl.gov/orgs/dvo/Groups/index.html>.
- Each applicant and his or her manager will be notified by e-mail of the results of the application.

#### **13. What are the latest emphases among the DWGs?**

- The Deaf Awareness Group has converted its overall emphasis to a broader disabilities focus, changing its name to the Disabilities Awareness Group. In addition to considering issues affecting deaf and hard of hearing employees, the DAG is now seeking new members that are concerned about issues affecting individuals with disability or impairment as they relate to the Americans with Disabilities Act. During FY04 the DAG sent two people to a recruiting event for potential employees with disabilities. Since this shift in emphasis is new, opportunities abound for employees interested in disabilities issues.
- The DAAB continues to address workforce environment issues related to the implementation of the Code of Ethics, which was the foundational strategy for working on the Affirmative Development Plan.

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- The DWGs and the DAAB are working to improve efficiencies and effectiveness, both internally and with each other. They are aligning all DAAB and DWG efforts with the Laboratory's Strategic Goals through the unique Working Group Performance Objectives. In addition, DVO has developed written guidelines and procedures to clarify business policies and practices. The result has been improved effectiveness and efficiencies among the groups.

- 14. How do I get a Diversity Involvement Application form?** Go to the Diversity Office website at <http://www.lanl.gov/orgs/dvo/Groups/index.html> and download a Microsoft Word or PDF version of the Diversity Involvement Application. Or e-mail Danny Valdez at [dvaldez@lanl.gov](mailto:dvaldez@lanl.gov) and one will be sent to you.
- 15. Do I need a separate application to serve on both the DAAB and a DWG?** No, one application will suffice. Please be sure to mark the appropriate boxes to indicate this dual interest.
- 16. Can I join more than one Diversity working Group?** Your manager agrees to a time commitment up to 10%. The decision to split that time between two or more groups is up to you and your manager. You must indicate your intention to join multiple groups by checking all appropriate boxes on the Diversity Involvement Form.
- 17. Will being a member of a DWG or the DAAB be part of my IPO?** If you are committing up to 10% of your time to this effort, it should definitely be part of your IPO. However, the best way to ensure that it is included in your IPO is by communicating with your manager about your involvement with the DWG or DAAB. Again, similar to an IPO discussion, calibrating your involvement and outcomes with your manager will only enhance your membership experience.
- 18. As a member of a DWG or DAAB, can I go on travel related to this position?** While the DWG or the DAAB may approve funds to cover your travel expenses to a diversity event, it is your manager who must approve your going on travel in writing and in advance of the travel. The DWG, DAAB, Office of Equal Opportunity or Diversity Office does not approve travel. Your home organization must also cover your salary while you are away on diversity business. Again, OEO and DVO does not pay for time and effort.
- 19. How long is a membership in a DWG or DAAB?** In general, it is a 12-month term, with an option for one renewal. A person may serve no more than two consecutive terms. Every member of a DWG or the DAAB must have a Diversity Involvement Application on file that is less than one year old. You will need to complete another application after one year if you wish to continue as a member of the group. Also, if you change jobs or a different manager is assigned to your organization, you must update your application.

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**20. What if I don't want to be a member for 1-2 years? Are there any other options for me to get involved in working on diversity issues without this commitment?**

Yes, we have short-term opportunities that are coordinated by the DAAB to work on a specific issue or task. For more information, see the DAAB Bylaws ([http://www.lanl.gov/orgs/dvo/Groups/DAAB\\_Charter&Bylaws.pdf](http://www.lanl.gov/orgs/dvo/Groups/DAAB_Charter&Bylaws.pdf)). If you have additional questions, contact Danny Valdez at [dlvaldez@lanl.gov](mailto:dlvaldez@lanl.gov).

**21. Who can I contact for more information?** Call Danny Valdez (DVO's DWG-DAAB Liaison) at 665-7215 or e-mail him at [dlvaldez@lanl.gov](mailto:dlvaldez@lanl.gov). You may also go to the Diversity Office website at <http://www.lanl.gov/orgs/dvo> to get contact information for each DWG and the DAAB. Additional information specific to the DAAB is available at <http://www.lanl.gov/orgs/dvo/Groups/faqs.html>.